



**DEPARTMENT OF THE ARMY**  
**US ARMY COMMUNITY AND FAMILY SUPPORT CENTER**  
4700 KING STREET  
ALEXANDRIA VA 22302-44

1 March 2005

CFSC-FP

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT:** Fiscal Year 2005 (FY05) Distribution of the Office of the Secretary of Defense (OSD) Funds to Support the Family Advocacy Program (FAP) and the Relocation Readiness Program (RAP) Resources

1. Purpose. To state the guidelines for the use of the Office of the Secretary of Defense (OSD) funds for Family Advocacy Program (FAP)/Relocation Assistance Program (RAP) for the Installation Management Agency (IMA) and Major Army Commands (MACOMs). The FY05 funds will be distributed from Office of Secretary of Defense Comptroller to Department of Defense Dependent Education Agency (DoDDEA) to IMA and the appropriate MACOMs (Enclosure 1).

2. Budget Requirements.

a. OSD FAP Requirements. The installation FAP Manager (FAPM) and Chief, Social Work Service (C, SWS) must jointly develop and submit a consolidated FAP prevention and treatment budget to the installation/garrison commander for review and approval. Local allocation of Office of the Secretary of Defense (OSD) FAP funds must meet the following criteria:

(1) Use the DoD FAP Staffing formula as the basis for determining the allocation of funding for prevention and treatment.

(2) Ensure appropriate distribution of funding between prevention and treatment for effective program delivery.

(3) Attendance by the installation FAP Manager and the Chief, Social Worker at Army and Joint Services Training Conference.

(4) Comply with Army Community Service Accreditation requirements.

(5) Execute FAP funding within one percent of budget.

b. OSD RAP Requirements. Funds are provided for Direct Obligation for Operations and Maintenance of RAP. These funds are to be used for RAP requirements, financial management, and spouse employment initiatives. The installation ACS Director and the Relocation Program Manager must jointly develop a plan for the use of these resources and incorporate it into the Installation Relocation Assistance Plan. Relocation funds must be used to meet the following needs:

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(1) Automation equipment used to support the Standard Installation Topic Exchange Service (SITES).

(2) Attendance by the Relocation Manager at the Joint Services Relocation Training Conference/Employee Relocation Conference. Attendance by the Employment Readiness Manager at the Joint Services Spouse Employment Training/Association of Job Search Trainers Conference.

(3) Meeting the Accreditation Standards outlined in ACS standards 43000.1 to 45000.11.

(4) Executing Relocation OSD funding within one percent of budget.

### 3. Accountability.

a. OSD FAP Accountability. OSD and Congress require the Army to maintain strict accountability of OSD funds to ensure resources are used only for the FAP.

(1) Funds are provided for Direct Obligation for Operations and Maintenance of FAP and New Parent Support Program (NPSP) Plus.

(a) The FAP funds are used to address child and spouse abuse as defined in Department of Defense (DoD) Directive 6400.1, DoD Directive 1030, "Victim and Witness Assistance" and Army Regulation 608-18, Army Family Advocacy Program, 1 Sep 95. These funds will not be used to support activities funded through other programs, such as financial management counseling and the Exceptional Family Member Program. The FAP funds should only be used to support those prevention activities directly related to the prevention of child and spouse abuse and those activities promoting early identification and reporting of suspected child and spouse abuse. Additionally, FAP funds may be used for those parent education programs and activities that address family stressors arising from the military mission: relocation, intermittent single parenting due to deployment, reunion and children's fear of parental involvement in warfare.

(b) The NPSP Plus funds shall only be used to provide home visitation services for up to one year to high-risk parents who have children less than three years old. The NPSP Plus funding includes funding for training/travel expenses. **Funding shall only be used for home visitation and for installations with over 300 live births.**

(2) Defense Health Program (DHP) Accountability. The Defense Health Program will continue to provide the elements of the FAP now associated with the provision of treatment services within the Medical Treatment Facilities (MTFs). These include, provision of medical care, documentation of treatment needs, delivery of treatment services, CRC oversight and administration, reporting to the Army Central Registry, and credentialing and privileging treatment providers. The MTFs will continue to support OSD funded personnel with MTF assets to include military and Defense Health Program personnel, resources, space and standard office supplies. **These items (DHP**

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**personnel, resources, spaces and office supplies) will not be billed to the OSD FAP budget.**

(3) OSD RAP Accountability. The OSD funds are provided to supplement the Relocation Readiness Program and not to supplant Army (OMA) funds programmed to provide services offered by ACS. The OSD and Congress require the Army to maintain strict accountability of OSD funds to ensure resources are used only for Relocation Services. Funds are provided for direct obligation for Operations and Maintenance of Relocation services and must be used as defined in Public Law 101-189, Section 661, Military Relocation Assistance Programs, and in DoD Instruction 1338.19, Relocation Assistance Programs. Obligation of these funds will be reported on DA Form 3063, Section 3c. Relocation Readiness Program.

#### 4. Reporting Requirements.

a. The FAP has an annual report requirement that is designed to provide statistical information on FAP services at the installations. The annual prevention report is automated and combined with the ACS Management Report. The treatment portion of this report is being automated and instructions for completing this report are available from the FAPM, MEDCOM.

b. The RAP has an annual reporting requirement to provide statistical information on Relocation Services at the installations. The annual report is automated and included in the ACS Management Report (DA 3063). Instructions for completing the report are included on the web page.

#### 5. Fund Execution.

##### a. OSD FAP Fund Execution

(1) Documentation. The Memorandum of Agreement (MOA), Inter-service Support Agreement (ISSA) or other governing document between the installation and medical facility will be updated as necessary to reflect funding execution changes.

(2) Management. Prevention and treatment funds will be managed by the FAP Manager (FAPM) and the Chief of Social Work Services respectively.

(3) Obligation Standard. Monitoring the execution of FAP funds is critical to successful program implementation. The OSD requires execution of eighty percent of the FAP funds by the end of the third quarter. In June, all unobligated funds are reviewed for redistribution. Unobligated amounts at the end of the fiscal year usually result in budget decreases the following year.

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(4) Instruction. The FAP funds are not authorized for the purchase of promotional items. All promotional items used to promote awareness during Child Abuse Prevention Month and Domestic Violence Awareness Month are purchased through a central contract by USACFSC FAP and/or the IMA with DA FAPM approval. The FAP funds should be used sparingly for travel. When used, priority should be given to OSD, HQDA and IMA sponsored family advocacy training. **Annual training is designed for both the Chief, Social Work Services (MEDCOM employee) and the FAP Manager (Garrison employee). The use of OSD dollars are authorized to fund the FAPM and C, SWS attendance at the FAP Conference if budgeted for and approved by the Garrison Commander.** This allows one IMA asset and one MEDCOM asset to attend the conference/training using OSD FAP dollars. The garrison RM will provide a fund cite for one MEDCOM and one FAP employee to attend OSD FAP training from the garrison's OSD funds.

(5) Accounting. All transactions processed will be coded under the account symbol 9740100.6041. The OSD requires fund obligations be reported under 04760000.

(6) Reporting. It is extremely important that fund obligations be reported accurately. The enclosed Army FAP Model (Enclosure 2) contains the definitions and explanations of services and activities appropriate to each budget category code.

b. OSD RAP Fund Execution

(1) Obligation Standard. Monitoring the execution of Relocation funds is critical to successful program implementation. The OSD requires eighty percent execution of Relocation funds by the end of the third quarter. In June all unobligated funds will be reviewed for redistribution. Unobligated amounts at the end of the fiscal year will likely result in budget decreases the following year.

(2) Instruction. The RAP funds are not authorized for the purchase of promotional items. The RAP funds should be used sparingly for travel. When used, priority should be given to OSD, HQDA and IMA sponsored training. RAP Positions on the installation's OMA TDA shall be funded with OMA funds.

(3) Accounting. All transactions processed will be coded under the account symbol P9740100.6091. The OSD requires relocation fund obligations to be reported under 04750000. The ACS Relocation Readiness Manager is responsible for managing, budgeting, and reporting on OSD appropriations.

(4) Reporting. The requirement for the submission of semi-annual, formal Standard Installation Topic Exchange Service (SITES) updates is rescinded. SITES files must be updated quarterly. The cut-off date for the update is the last day of quarter. Headquarters staff will review the SITES web site to determine compliance and will report to HQ IMA at the beginning of each new quarter. Everyone should continue to update his/her file when changes are warranted.

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6. Staffing. The DoD FAP must be staffed in accordance with DoD FAP Quality Assurance and Workload Standards to the extent feasible. Please use this information to build the installation FAP budget and to allocate funding resources between prevention and treatment. FAP and RAP Positions on the installation's OMA Table of Distribution and Allowances (TDA) shall be funded with OMA funds.

7. Funding Sources. The OSD funds do not replace existing OMA funding but provide supplementary funding for required FAP/RAP services. The Garrison Commander will augment FAP/RAP with OSD funds in order to tailor their programs to meet unique requirements. This determination is consistent with congressional intent and longstanding DOD practice; it empowers commander at all levels to meet actual needs.

8. Allowable Uses.

a. The OSD FAP funds must be used solely for the FAP in accordance with paragraph 4 above and must follow the Army Family Advocacy Program Model.

b. In general, the costs of foster and respite care are the individual responsibility of the parents whose child or children are placed in foster or respite care. In 1992, Congress authorized the use of appropriated funds for foster care. The OSD or OMA FAP funds may be used in overseas locations to support foster care as part of a child's treatment plan. The CRC will determine whether foster care is required in an open FAP case as part of the treatment plan. The OSD funds may also be used to support respite care when recommended by the FAPM, in consultation with the Chief, SWS as a preventive measure. The installation FAPM will establish program procedures to determine eligibility for foster or respite care and ensure accountability of funds utilized.

9. Compliance. Compliance with the above guidance will be monitored through review by the installation, IMA, and HQDA program managers, audits by the U.S. Army Audit Agency, IMA, installation site and accreditation visits.


10. This memorandum has been coordinated with the Office of the Assistant Secretary of the Army for Manpower and Reserve Affairs (Ms. Linda Sims, 703-693-1909).

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11. The U.S. Army Community and Family Support Center point of contact is Ms. Nancy Whitsett, DSN: 761-7397 or commercial: (703) 681-7397.

Encl

  
DELORES F. JOHNSON  
Director, Family Programs

DISTRIBUTION:

COMMANDER

US ARMY TRAINING AND DOCTRINE COMMAND (ATTN: ATRM-BC)

US ARMY INTELLIGENCE AND SECURITY COMMAND (ATTN: APER-HR)

US ARMY MEDICAL COMMAND (ATTN: MCRM-PB)

DIRECTOR, INSTALLATION MANAGEMENT AGENCY (ATTN: SFIM-RM-B)

CF:

CFSC-MS

ASA (M&RA): Attn: Ms. Linda Sims

OSD Funding Allocation

FY05 Army Family Advocacy Program (FAP) Installation/Major Army Command Proposed Funding Allocation				FY05 Army Relocation Program (RAP) Installation/Major Army Command Proposed Funding Allocation			
	LIMIT	OA	FY05 Budget FAP		LIMIT	OA	FY05 Budget RAP
<b>LIMIT:</b>	6040			<b>LIMIT:</b>	6090		
<b>ARMY</b>	6041			<b>ARMY</b>	6091		
<b>USARSOC</b>	50		100,000		50		0
<b>TRADOC</b>	57				57		
<b>USAREC</b>	57		350,000		57		38,000
<b>Cadet Command</b>	57		20,000		57		10,000
<b>FALET</b>	57		995,000		57		0
<b>MEDCOM</b>	74				74		
Ft Detrick	74		147,000		74		16,500
Walter Reed Army Medical Center	74		280,000		74		35,000
Walter Reed ISSA	74		395,000		74		0
MEDCOM HQ	74		60,000		74		0
JNSPSP - Hawaii	74		400,000		74		0
FAST/FASTA	74		1,400,000		74		0
<b>EUROPE REGION*</b>	2A0		4,050,000		2A0		675,000
Choctaw Social Work Contract			2,400,000				
<b>KOREA REGION*</b>	2A0		1,000,000		2A0		242,000
<b>NORTHEAST REGION</b>							
USMA	2A0		123,000		2A0		22,500
Ft Belvoir *	2A0		440,000		2A0		50,000
Ft Hamilton	2A0		109,000		2A0		12,500
Ft Meade	2A0		260,000		2A0		45,000
Ft Myer *	2A0		165,000		2A0		76,000
Ft Monmouth	2A0		83,000		2A0		31,500
<b>Ft Monmouth (Social Worker)</b>	2A0		78,000		2A0		0
Carlisle Barracks	2A0		122,000		2A0		21,000
Ft Eustis *	2A0		363,000		2A0		83,000
Ft Lee *	2A0		315,000		2A0		61,000
Ft Monore*	2A0		109,000		2A0		16,500
Ft Story	2A0		77,000		2A0		36,000
Tobyhanna Army Depot	2A0		20,000		2A0		14,500
Picatinny Arsenal	2A0		26,000		2A0		31,500
Aberdeen Proving Ground	2A0		140,000		2A0		60,000
Natick	2A0		18,000		2A0		0
Ft Devens	2A0		20,000		2A0		11,000
Ft Dix	2A0		200,000		2A0		36,000
Ft Drum *	2A0		695,000		2A0		90,000
<b>NORTHWEST REGION</b>							
Dugway Proving Ground	2A0		22,000		2A0		13,500
Ft Leonard Wood *	2A0		487,000		2A0		71,000
Ft Leavenworth	2A0		234,000		2A0		47,000
Rock Island	2A0		28,000		2A0		36,000
Selfridge Air National Guard Base	2A0		40,000		2A0		36,000
Ft Carson *	2A0		1,150,000		2A0		150,000
Ft Lewis *	2A0		1,400,000		2A0		176,000
Ft McCoy	2A0		72,000		2A0		27,000
Ft Riley *	2A0		730,000		2A0		101,000

Enclosure 1

OSD Funding Allocation

<b>PACIFIC REGION</b>						
Hawaii	2A0	1,078,000			2A0	134,000
Ft Richardson*	2A0	345,000			2A0	45,000
Ft Wainwright*	2A0	421,000			2A0	56,000
Camp Zama, Japan	2A0	98,000			2A0	21,000
Torii Station, Okinawa	2A0	45,000			2A0	24,500
<b>SOUTHEAST REGION</b>						
Ft Benning	2A0	850,000			2A0	130,000
Ft Gordon *	2A0	474,000			2A0	70,000
Eisenhower Army Medical Center	2A0	82,000			2A0	0
Ft Jackson	2A0	400,000			2A0	77,000
Ft Knox *	2A0	670,000			2A0	109,000
Ft Rucker	2A0	290,000			2A0	56,000
Redstone Arsenal	2A0	95,000			2A0	53,500
Anniston Army Depot	2A0	21,000			2A0	18,000
Ft Bragg *	2A0	2,400,000			2A0	235,000
Ft Campbell *	2A0	1,275,000			2A0	134,000
Ft McPherson	2A0	200,000			2A0	51,400
Ft Stewart *	2A0	1,100,000			2A0	142,000
Hunter Air Base	2A0	95,000			2A0	35,000
US Army Garrison - Miami	2A0	90,000			2A0	32,000
US Army Garrison - Ft Buchanan	2A0	95,000			2A0	38,000
<b>SOUTHWEST REGION</b>					2A0	
Ft Bliss *	2A0	725,000			2A0	88,000
Ft Huachuca*	2A0	367,100			2A0	54,000
Presidio of Monterey	2A0	79,000			2A0	18,600
McAlester	2A0	20,000			2A0	5,500
Pine Bluff Arsenal	2A0	26,000			2A0	5,500
White Sands Missile Range	2A0	68,000			2A0	16,500
Yuma Proving Ground	2A0	44,000			2A0	16,500
Ft Sam Houston*	2A0	517,000			2A0	60,000
Ft Hood *	2A0	2,600,000			2A0	235,000
Ft Irwin *	2A0	275,000			2A0	14,000
Ft Polk *	2A0	573,000			2A0	95,000
Ft Sill *	2A0	700,000			2A0	117,000

\* Allocation includes New Parent Support Program Plus funding



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## THE ARMY FAMILY ADVOCACY PROGRAM (FAP) MODEL

1. The Army FAP Model is designed to standardize the FAP so soldiers and families can receive consistent services throughout the Army. The five program elements that make up the model (Prevention, Direct Services, Administration, Evaluation and Training) correspond to the five budget category codes used to account for OSD resources. The use of OSD FAP resources must follow the FAP model.
2. The FAP manager (FAPM) is located in ACS. Although the FAPM is the installation coordinator for the FAP, not all FAP services need to be ACS/FAP initiated programs. The services may be provided by other military activities or by a civilian agency. A memorandum of agreement (MOA) or some other official written document must be on file in ACS to ensure provision of service to military personnel and their families. For example, if parent education is provided by the installation chaplain and a MOA is on file with the FAPM, the prevention program service requirement for parent education is met, and efforts can be concentrated on the next unmet need for service.
3. The FAPM must ensure a comprehensive mix of prevention and treatment services appropriate to the installation population demographics is available. Emphasis should be given to providing targeted services based on a needs assessment (e.g., may include surveys, focus groups, and an analysis of local FAP data to determine service priorities).
4. Army FAP Model:
  - a. 047601: FAMILY ADVOCACY PREVENTION ACTIVITIES. Prevention activities are efforts, programs and supportive services aimed at positively influencing children, parents or individuals before abuse or neglect occurs. Efforts shall be targeted on the general military community and upon specific groups that are considered to be "at risk". The FAPM's salary is to be reported under Prevention and is considered the first priority and an essential element of the FAP. FAPM activities include establishment of goals and objectives, community needs assessment, budget preparation and execution, manpower planning and acquisition of space, preparation of external written reports, records management, execution of local MOA, and time spent writing, negotiating, and managing contracts. Other ACS prevention staffs, such as prevention specialists and trainers, are also reported under the Prevention category. Other prevention efforts, defined below, are the activities that may be funded using FAP resources.
    - (1) Community Education Program - Education for community members regarding family violence, the extent and nature of child abuse/neglect and spouse abuse, reporting mechanisms, and available services. Military community education involves making FAP services known, accessible and attractive to those who can best use the services to improve their family functioning. The program should promote military community support and encourage early referral. Minimum requirements for military community education are mostly local media contacts (e.g., bulletins, newspapers, radio, television,), monthly presentation to

Enclosure 2

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groups (e.g., wives' groups, parent teacher associations, church groups), participation in all appropriate special military community and unit events (e.g., health fairs, organization days) and participation in special theme events (e.g., Child Abuse Prevention Month, Month of the Military Child, and Domestic Violence Awareness Month).

(2) Command Education Program - Education regarding the FAP to ensure commanders at all levels are aware of prevention programs; the nature of spouse and child abuse; FAP policies and available FAP services; command responsibilities in the areas of identification, reporting, coordination, and rehabilitation; and administrative or judicial options. Installation commanders will receive briefings within 8 weeks of assuming command. All others will receive a briefing within 45 days following assumption of command.

(3) Troop Education Program - Education on an annual basis for all military personnel on prevention programs, the dynamics of spouse and child abuse, the availability of treatment services, and the Army's policies regarding family violence.

(4) Education for Professionals Program - Education on a semi-annual basis for professionals and paraprofessionals who work with or on behalf of children (e.g., Case Review Committee (CRC) members, Child Development Services, Youth Services, schools and law enforcement) to ensure an awareness of the seriousness of child abuse and neglect and spouse abuse, the causes and effects of family violence, the identification and reporting responsibilities.

(5) Parent Education and Support - Services designed to enhance parenting and child management skills. Services are divided into three areas: parent education, new parent support and support groups. Classes and discussion groups serve as forums for parents to exchange ideas, information, and resources. The program may also reinforce or teach parents basic skills in physical care, supervision and psychological nurturance appropriate to a child's age and stage of development to include programs taught to families with teenagers, step and blended families. New Parent Support programs provide health counseling and support for expectant or new parents to enhance parent and infant bonding, to increase knowledge of child development, and to provide support through role modeling. As a secondary prevention program, home visitors meet with new parents to assist in getting them off to a good start as well as serving as role models and information and referral resources. This intensive level of voluntary or mandated home visiting by home visitors provides emotional and concrete support, personalized skills training and reinforcement for behavioral changes.

(6) Safety Education for Children Program - Education that helps children develop skills to protect themselves against sexual abuse. Programs include information for teachers and parents on how to listen to and talk with children about child sexual abuse. These programs will be made available to all children age 6 and above enrolled in Child Development Service (CDS), Youth Services (YS), School Age Services (SAS), DoD Elementary and Secondary Schools.

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(7) Family Life Education - Education focusing on child development, communication skills, parental stress, assertiveness training, and strengthening fathers' role in families. The goal is to improve family coping, negotiating, and communication skills. These programs may be delivered by other community agencies and identified in the installation FAP MOA.

(8) Spouse Abuse Prevention Programs - Education, skills building and support programs for soldiers and spouses designed to prevent abuse and break the cycle of domestic violence. Emphasis is on secondary prevention services targeted to high-risk population to include victim advocates for spouse abuse victims. Primary prevention services may include "Mentors in Violence" prevention program, premarital sessions and programs targeted to single soldiers, high school students and dating couples.

b. 047602. FAMILY ADVOCACY DIRECT SERVICES. Direct services are all identification, diagnosis, treatment, counseling, rehabilitation, follow-up and other services directed toward the victims and perpetrators of abuse and neglect and their families. Direct service activities include services for the victim, perpetrator, and family to protect victims and teach the family alternatives to violent behavior.

(1) Crisis Intervention - An immediate intervention and a short-term helping process that focuses on the resolution of an immediate child abuse/neglect or spouse abuse problem, protecting the victim and preventing further maltreatment through the use of community, medical and legal resources. A 24-hour point of contact should be established to receive all reports of child abuse and neglect and spouse abuse.

(2) Case Management - The Case Review Committee (CRC) on each installation must assess, diagnose, manage, and coordinate the multiplicity of military and civilian medical, legal, law enforcement, counseling and community support services required. A case manager must be assigned to coordinate and monitor a treatment plan and keep the commander informed so he/she can support the treatment plan. Other case management functions are to assure reports have been made to the Army Central Registry, the local child protective services authority or other authority as required.

(3) Counseling - A information and learning experience provided to the victim, abuser, and family, as appropriate, to help them understand and resolve their problems. FAP counseling stresses offender accountability for his/her own actions, personal growth, and teaches alternatives to the current violent pattern of behavior. Counseling for the victim emphasizes victim safety and concrete support for the victim. It must be coordinated with available military and civilian services systems, such as legal services, financial counseling, job readiness, and other necessary services such as clothing, transportation and food. The counseling that is provided to abused service members is mandatory and must be closely coordinated with the unit commander. Counseling for children and spouses may include survivors groups and programs for children who witness violence.

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(4) Foster Care - A voluntary or court mandated program for abused or neglected children that provides 24-hour care and supportive services in a family or residential facility for children who cannot be cared for by their own family and need substitute care. Assessments for foster care must be jointly conducted and approved by the FAPM and the Chief, SWS. The CRC may also make referrals for foster care placements.

(5) Respite Care - A childcare program that provides care to children in families who need temporary relief from the pressures of constant childcare parental responsibilities. This may include services to families with children with special needs. It may also include childcare for parents who are participating in counseling or activities that are part of a family advocacy treatment plan or as part of a preventive strategy IAW AR 608-18.

(6) Shelter - A 24-hour residential facility, refuge or temporary accommodation which provides a safe, temporary place to stay with emotional and material support to victims of spouse abuse and their children.

(7) Hotline - A twenty-four hour information line that responds to callers experiencing emotional, personal, and family difficulties. If a hotline exists within the community, the FAPM may establish a MOA to extend services to military families.

(8) Support Groups - Persons with similar life experiences (problems) who share concerns and information in an effort to provide mutual help and support to one another. Examples are Parents Anonymous, Parents United, Parents Without Partners, support groups for women, survivors groups, etc.

(9) Homemaker Services - Provision of assistance, support, and relief for parents who may be unable or unwilling to fulfill parenting functions because of illness or being overwhelmed with parenting responsibilities. The service is provided to those families who have been identified as suspected or confirmed child abuse/neglect cases with appropriate referrals for the service by the CRC. A homemaker is placed in a home on an hourly or weekly basis and assists with housekeeping and child care while demonstrating coping skills and providing some degree of nurturance for parents and children.

c. 047603, FAMILY ADVOCACY ADMINISTRATION. Administration activities are all services, logistical support, and equipment necessary to ensure the effective and efficient operation of the FAP. Clerical aspects include typing, filing, copying, collating, and other administrative support for the staff and the CRC (e.g., CRC clerks, ACS FAP secretary, ACS FAP clerical/administrative assistants).

d. 047604, FAMILY ADVOCACY EVALUATION. Evaluation encompasses needs assessments, analysis, evaluation, research and other similar tools and services utilized by and for the FAP to measure program effectiveness. Evaluation activities include Central Registry functions, staff time spent designing instruments and record keeping methods, preparing statistics and program output data. Major command and installation resources and staff time

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spent monitoring and evaluation of ongoing program efforts are included. All research projects must be approved by CFSC FAP.

e. 047605, FAMILY ADVOCACY TRAINING. Training is all educational and/or instructional measures, supplies or equipment used to prepare or maintain the skills of personnel working in the FAP. Training activities include the cost of workshops and conferences for staff and contracts for staff training at the installation, e.g., intervention skills, identifying and reporting child abuse and neglect, and family counseling. This year there will be an annual FAP conference. Installation FAPMs should budget and fund a minimum of one continuing education training for themselves and the Chief of FAP/SWS. Approved conferences include: the Uniformed Social Workers conference, San Diego, CA; San Diego Conference on Child Maltreatment, San Diego, CA; conferences and workshops sponsored by the American Professional Society on the Abuse of Children; workshops or conferences sponsored by Coalition for Marriage, Family and Couples Education; Child Advocacy Center, Huntsville, AL or other conferences/training approved by the MACOM FAPM.

f. DOD QUALITY ASSURANCE STANDARDS - Installation FAPMs must ensure that all FAP services comply with DOD Instruction 6400-1-M, Family Advocacy Quality Assurance Standards. The FAPMs and C, SWS/FAP will participate in the ACS accreditation program. Guidance on the self- assessment, team composition and installation and visits will be provided separately and forwarded by the MACOM Team Leader.